
CHAPTER 3

SAFETY INSPECTIONS

HOW TO CONDUCT AND DOCUMENT SAFETY INSPECTIONS

TABLE OF CONTENTS

| | |
|------|--|
| 3.00 | INTRODUCTION |
| 3.01 | PURPOSE |
| 3.02 | BACKGROUND |
| 3.03 | POLICY STATEMENT |
| 3.04 | TYPES OF SAFETY INSPECTIONS AND FREQUENCY |
| 3.05 | RESPONSIBILITY FOR INSPECTIONS AND CORRECTIONS |
| 3.06 | MONITORING INSPECTIONS AND CORRECTIVE ACTIONS |
| 3.07 | STATE LAW PROHIBITS REPRISAL |
| 3.08 | INSPECTIONS GUIDELINES AND CHECKLIST |

JULY 1996

3-2

SAFETY INSPECTIONS

THIS SPACE AVAILABLE FOR NOTES:

CHAPTER 3

SAFETY INSPECTIONS

HOW TO CONDUCT AND DOCUMENT SAFETY INSPECTIONS

3.00 INTRODUCTION

Safety inspections are required at all Caltrans owned, rented, or leased facilities, which includes office buildings, maintenance, surveys, or construction field offices, laboratory or repair shop. It also includes the grounds, parking lots, and perimeter fence areas adjacent to Caltrans facilities.

Conducting safety inspections is a mandatory requirement of the Department's Injury and Illness Prevention Program and Cal-OSHA regulations.

3.01 PURPOSE

This chapter provides an easy-to-follow process for conducting and documenting safety inspections to identify and reduce safety and health hazards that may contribute to occupational injury or illness.

3.02 BACKGROUND

Conducting safety inspections is based on Section 3203 of the General Industry Safety Orders (GISO) which requires:

“ . . . a system for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and unsafe work practices.”

At Caltrans, the “. . . system for identifying and evaluating workplace hazards, including scheduled periodic inspections . . . ,” is expected to be accomplished by supervisors through regularly scheduled safety inspections.

3.03 POLICY STATEMENT

Supervisors shall schedule, conduct, and document safety inspections in all work areas under their jurisdiction to identify and reduce physical and/or environmental hazards that may contribute to injuries or illnesses.

3.04 TYPES OF SAFETY INSPECTIONS AND FREQUENCY

Safety inspections are classified as: **Informal, Formal, and Special.**

First-line supervisors shall retain copies of all documentation covering safety inspections at their worksite for one (1) year.

Informal Inspections

Informal inspections are conducted by supervisors with participation by employees.

Informal inspection are conducted routinely in all work areas to identify and reduce physical and/or environmental hazards that may contribute to injuries or illnesses.

This means that in the course of normal daily activities supervisors and employees shall visually inspect the work area to identify unsafe conditions or unsafe acts and initiate corrective action as may be deemed necessary or appropriate.

This requires that each employee be alert to conditions that may contribute to causing an accident or illness and take the necessary corrective action.

Informal inspections can be conducted with minimum documentation, but any and all deficiencies no matter how minor must be documented along with the steps taken to correct the situation. Supervisors shall write down the specific findings and corrective actions including dates when corrections were made and/or scheduled.

- **Frequency of Informal Inspections**

Informal inspections shall be performed on a continuous basis by all supervisors whenever they are in the workplace. Supervisors should discuss the inspection process at the time they have their regularly scheduled safety meetings.

Formal Inspections

Formal inspections are conducted by building managers/facility personnel with cooperation by the local supervisor and employees.

Supervisors and employees are expected to cooperate with the building manager or facility personnel during a safety inspection.

The District or Headquarters Safety and Health Officer or staff are available to assist and/or participate in conducting safety inspections.

Before an inspection begins, the building manager should discuss the inspection schedule with the local supervisors to have agreement and to ensure that the inspection schedule will not disrupt the work. If it is found that the inspection schedule is untimely, the building manager and the supervisor shall discuss and agree to a time period that will be acceptable to both.

Formal inspections mean a walk-through inspection of a facility, or an operation for the distinct purpose of identifying unsafe conditions and unsafe acts and performing corrective action through a written report.

Formal inspections must be documented. The documentation must include specific identification of an observed hazard and dates by which the hazard will be corrected.

The following features should be investigated and checked:

parking lots, loading docks, driveways, exits and other wall openings, windows, floors, walkways, stairs, ramps, platforms, electrical panels and wiring, illumination, ventilation, heating and cooling, fire prevention equipment, water fountains, first aid kits, food service areas, rest rooms, training rooms, etc.

Formal inspections must have a follow-up procedure to assure that the identified hazards, unsafe conditions, or unsafe acts are corrected in compliance with applicable safety and health laws, rules, or policies in a timely manner.

Building managers or individuals responsible for the operation of a Caltrans facility shall establish an inspection schedule for each facility under their jurisdiction.

• Frequency of Formal Inspection

Formal inspections shall be conducted at all fixed worksites, whenever conditions warrant, but not less than once a year. Fixed worksites include all Caltrans owned, rented, and/or leased facilities.

Special Inspections

Special inspections are conducted by building managers/facility personnel, or by members of the District or Headquarters Safety and Health Office, upon request and with cooperation by the local supervisor and employees.

Special inspections are performed in response to reports of alleged unsafe acts or unsafe conditions or to evaluate the hazards or health risks that may be associated with existing and/or new substances, processes, procedures, or equipment. A special inspection may also be conducted in conjunction with an accident investigation.

Special inspections must be documented. The documentation must include specific identification of observed hazards and dates by which the hazards will be corrected.

Special inspections must have a follow-up procedure to assure that the identified hazards, unsafe conditions, or unsafe acts are corrected in compliance with applicable safety and health laws, rules, or policies in a timely manner.

• Frequency of Special Inspections

By definition, special inspections are usually conducted upon request or whenever an unusual event occurs or is reported.

A special inspection shall be conducted whenever an unsafe condition, unsafe act, or hazard is identified or reported that may contribute to injury or illness in the workplace.

Inspection response time to these special circumstances shall be based upon the severity of the identified hazard.

Serious and/or life threatening hazards shall be acted upon immediately by the supervisor or other person(s). Specific action may include stopping a work activity or taking any other measures necessary to protect employees, the facility, and/or equipment. The hazard must be corrected or the situation or unsafe condition must be neutralized.

For non-serious situations, a safety inspection may be conducted as soon as possible after the initial reporting, identification, or recognition of a hazard.

3.05 RESPONSIBILITY FOR INSPECTIONS AND CORRECTIONS

Before starting work, every supervisor and/or employee should visually inspect his or her work area, motor vehicle, and equipment for unsafe conditions.

Any alleged unsafe condition, or unsafe act that is observed, should be reported to the supervisor immediately. Supervisors shall initiate appropriate corrective action.

The supervisor should determine if the alleged unsafe condition can be handled routinely, or if the alleged unsafe condition is acute and requires immediate action. If the recommended corrective action is beyond the ability of the first-line supervisor, the second-line supervisors shall be consulted and an appropriate action plan shall be jointly developed to ensure that alleged or actual unsafe condition(s) are corrected in a timely manner.

If the supervisor believes that his/her employees are being required to work where a clear and present danger may exist, he/she shall immediately investigate the situation and either direct the employee to temporarily perform some other task, or proclaim the situation safe and direct the employee to proceed with his/her assigned duties.

If the supervisor is not available, employees shall contact another supervisor or the District or Headquarters Safety and Health Office for assistance.

3.06 MONITORING INSPECTIONS AND CORRECTIVE ACTIONS

Second-line supervisors are responsible to monitor their subordinate supervisors to ensure that informal and formal inspections are conducted at each worksite on a regular basis. They are also responsible to ensure that special inspections are conducted as requested or required.

The second-line supervisor shall periodically review the inspection documentation to ensure all recommended corrective actions are appropriate and corrected in a timely manner.

Second-line supervisors shall assist in developing and/or arranging for budgeting if a recommendation for corrective action is beyond the ability of the first-line supervisor to arrange for or accomplish.

3.07 STATE LAW PROHIBITS REPRISAL

State law prohibits reprisal against, or taking corrective action against, any employee as a result of identifying and/or reporting an unsafe condition, unsafe act, or practice found in connection with any work activity.

Employees should be informed of any action or actions taken to correct an alleged unsafe condition, unsafe act, or practice that has been reported.

* * * * *

3.08 INSPECTION GUIDELINES

The following are general guidelines for conducting safety inspections. These guidelines focus on formal inspections, but some elements of the process are applicable to all inspections.

When conducting a safety inspection:

1. Use a checklist. Review the checklist before the inspection begins.
2. Inspect the entire work area or facility.
3. Prepare an inspection sequence - inspect in one area at a time.
(Focus on one room at a time, one floor at a time.)
4. Have the supervisor or someone familiar with the facility and operation accompany the inspector to answer questions that may arise during the inspection.
5. Ask affected employees who work in the area for input during the inspection. Try to resolve questions during the inspection, rather than going back to inspect a second time.
6. Focus the inspection on unsafe acts and unsafe conditions.
7. Document the hazard(s) observed clearly and accurately.
8. Document the participants in the inspection.
9. Following the inspection, have agreement to;
 - a. set reasonable dates for correction (based upon the hazard);
 - b. set priority for correcting the hazards;
 - c. correct serious hazards immediately; and
 - d. agree if correction cannot be handled in a timely manner, take other measures to protect employees:
 - 1) change the work procedure,
 - 2) take the machine out of service,
 - 3) stop the operation, and,
 - 4) take any action as may be necessary to protect employees; and
 - e. non-serious hazards must be corrected as soon as possible after they have been identified.
10. Prepare a written report.
11. A copy of the written report shall be sent to first-line and second-line supervisor, District/Headquarters Employee Safety and Health Officers and/or, other appropriate management personnel for review.

NOTE: Safety inspection and/or operational review checklists are available from the District or Headquarters Office of Safety and Health.

A sample of an office check list is shown on the next two (2) pages. This checklist can be removed from the manual, copied, and replaced.

JULY 1996

3-10

SAFETY INSPECTIONS

THIS SPACE AVAILABLE FOR NOTES:

A CHECKLIST FOR OFFICE LOCATIONSPage 1 of 2

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

SAFETY INSPECTIONS SAMPLE CHECKLIST

PM-S-011 (NEW 11/98)

Page 1 of 2

A CHECKLIST FOR OFFICE LOCATIONS

LOCATION: _____

DATE: _____

CONDUCTED BY: _____

| <u>Yes</u> | <u>No</u> | <u>Item</u> | <u>Yes</u> | <u>NO</u> | <u>Item</u> |
|--------------------------|--------------------------|--|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Name of responsible person for work place identified. | <input type="checkbox"/> | <input type="checkbox"/> | Knowledge of Injury and Illness Prevention Program. |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety Manual available. | <input type="checkbox"/> | <input type="checkbox"/> | Safety meetings scheduled and conducted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety inspections scheduled and conducted. | <input type="checkbox"/> | <input type="checkbox"/> | Safety training scheduled and conducted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Accidents reported, investigated, and documented. | <input type="checkbox"/> | <input type="checkbox"/> | All applicable records maintained. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bulletin boards with Cal-OSHA and other notices visible. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency phone numbers available. |
| <input type="checkbox"/> | <input type="checkbox"/> | First aid kit / supplies available / replenished. | <input type="checkbox"/> | <input type="checkbox"/> | Emergency lighting available. |
| <input type="checkbox"/> | <input type="checkbox"/> | Person trained in first aid / CPR available. | <input type="checkbox"/> | <input type="checkbox"/> | Exits routes clearly marked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Emergency action plan available. | <input type="checkbox"/> | <input type="checkbox"/> | Panic hardware on exit doors. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire doors kept closed / open as required. | <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguishers easily located. |

JULY 1996

3-12

SAFETY INSPECTIONS

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STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

SAFETY INSPECTIONS SAMPLE CHECKLIST

PM-S-011 (NEW 11/98)

Page 2 of 2

| <u>Yes</u> | <u>No</u> | <u>Item</u> | <u>Yes</u> | <u>No</u> | <u>Item</u> |
|--------------------------|--------------------------|---|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fire extinguisher maintained and dated. | <input type="checkbox"/> | <input type="checkbox"/> | Stairways with slip-resistant treads. |
| <input type="checkbox"/> | <input type="checkbox"/> | Aisles, stairs, floors clean and clear of obstructions. | <input type="checkbox"/> | <input type="checkbox"/> | Cabinets secured to walls to avoid tipping over. |
| <input type="checkbox"/> | <input type="checkbox"/> | No heavy objects on cabinets / windows sills. | <input type="checkbox"/> | <input type="checkbox"/> | Glass doors / partitions impact resistant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum of 24 inches for walking around office furniture. | <input type="checkbox"/> | <input type="checkbox"/> | Work surfaces clean and orderly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Minimum of 44 inches for walking in hallways. | <input type="checkbox"/> | <input type="checkbox"/> | Electrical cords not a tripping hazard. |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical cords in good repair and properly grounded. | <input type="checkbox"/> | <input type="checkbox"/> | Electrical panels not blocked. |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical extension cords not used. | <input type="checkbox"/> | <input type="checkbox"/> | MSDS sheets available, if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Spilled materials or liquids cleaned up immediately. | <input type="checkbox"/> | <input type="checkbox"/> | Toilets and wash facilities clean and sanitary. |
| <input type="checkbox"/> | <input type="checkbox"/> | Work areas adequately illuminated. | <input type="checkbox"/> | <input type="checkbox"/> | Materials piled, stacked, do not create hazard. |

COMMENTS:

CORRECTION MADE:

This checklist is not a substitute for, or legal interpretation of Cal-OSHA standards. It is meant to be a guide to evaluate and correct potential unsafe conditions in the workplace.

JULY 1996

3-14

SAFETY INSPECTIONS

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